



# State of Colorado

## Flexible Work Arrangements (FWA)

### Employee Self Assessment

This self assessment tool is used to determine how well an employee may be prepared for FWA. It may also identify areas needed to strengthen before applying for FWA. This assessment does not guarantee FWA approval and is designed for all FWA; however, some of the questions may apply more to Flexplace. Please select only one answer for each statement – **Always; Often; Sometimes; and Not at all.**

	Always	Often	Some times	Not at all
My work results and outcomes can be measured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am independent, fully trained, and able to make some work decisions on my own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor or manager and I trust each other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My co-workers and I trust each other and communicate well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I don't easily bore from routine events and surroundings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am self-sufficient and well-organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I keep my professional commitments and complete tasks within expected timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I keep my supervisor or manager informed of my work and results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For the most part, my job can be completed without routine face-to-face interaction with customers and/or co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am self-disciplined, highly motivated, and not easily distracted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do not routinely rely on resources only available in the office to complete my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I possess good written and oral communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I take responsibility for the level of communication needed to be successful in my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do not need immediate recognition for my achievements to feel good about them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am efficient using a computer, email, and telephone for communication and am comfortable utilizing available technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I don't have problems setting boundaries between work and personal life responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other people present at my alternate office will respect boundaries and my work space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Give yourself 4 points for every “always” answer, 3 points for each “often” answer, 2 for “sometimes”, and no points for any “not at all” selection.

A perfect score is 68 points. How well did you do? A score above 57 means you may already have what it takes for FWA success. A score less than 57 means you may have some areas to work on before you consider FWA. Be sure to review your department’s FWA policy and consult with your supervisor and HR office to see if you are an eligible candidate for FWA.